

STANDARD CONTROLLER (Computer Systems)**NATURE OF WORK IN THIS CLASS:**

This is technical work involved in the development and administration of methods and performance standards and procedures for data processing systems and programs.

Employees in this class perform the full range of systems support work involving data processing performance standards and procedures independently. Employees may supervise the work of systems analysts, programmers and other systems support personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Develops and administers a system of methods and performance standards and procedures for automatic data processing systems and programs.

Develops and maintains a standards and procedures manual for data processing programs and systems.

Audits work performance and computer outputs to ensure compliance with required standards and to determine where improvements are needed.

Evaluates proposed new hardware, software and applications to determine impact on existing standards and requirements for new standards.

Develops and maintains performance statistics and periodically validates performance standards. Analyzes problems relating to systems, programs, computer operations and develops recommended solutions.

Develops techniques to improve standards enforcement.

Conducts training to ensure that data processing personnel and users are familiar with the objectives, concepts and methods of performance standards.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computer operating systems.

Knowledge of the functions and capabilities of automatic data processing.

Knowledge of systems analysis and computer programming techniques.

Knowledge of management principles.

Ability to develop and administer methods and performance standards and procedures for automatic data processing programs and systems.

Ability to evaluate effectiveness of computer systems and programs and develop standards and procedures to enhance effectiveness.

Ability to interpret, apply, and make work decisions in accordance with program laws, regulations and other program guidelines.

Ability to communicate effectively, orally and in writing.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

Skill in the evaluation of programs for automatic data processing, computer applications and the development of performance standards and procedures.

MINIMUM EXPERIENCE AND TRAINING:

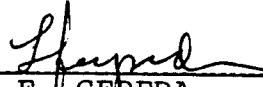
a) Three years of experience in computer-related occupations involving systems application or support work and graduation from a recognized college or university with a Bachelor's degree in the computer field; or

b) Four years of experience in computer related occupations involving systems application or support work and graduation from a recognized college or university with a Bachelor's degree; or

c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: December, 1986

Pay Range: 44



L. F. CEPEDA
Acting Executive Director
Civil Service Commission